

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
August 15, 2005

PRESENT: LAURA BUONO CHAIRMAN; HELEEN KURK, SELECTMAN; DONNA M. OSBORNE, SELECTMAN

TOWN ADMINISTRATOR: Gregory C. Begin, Interim

RECORDING SECRETARY: Cherry Palmisano

GUESTS: George Malette, William F. Tiffany, Sharon DeStefano, Tina Pelletier

7:18 Chairman Laura Buono called the meeting to order.

1. DEPARTMENT HEAD – Mr. Bill Tiffany updated the Board on the Fire Departments insurance coverage. With the current coverage through the New Hampshire State Fire Association they pay a premium of \$6.00 for each firefighter annually. The current plan has reduced their benefits by 25%, in which 12 items were changed or eliminated, but did not increase their premiums. Mr. Tiffany stated Chief Richards would like to go with a Provident Insurance Company along with the current plan to increase benefits. The new plan would cover all Firefighters, Chief, anybody that is doing any fire related work, Board of Fire Wards, Firefighters Auxiliary, EMT's but not the Explorer's because they have their own insurance. At present time there are 48 Firefighters. Mr. Tiffany stated Chief Richards would like to purchase Premium Summary Plan 1 which will be a 3 year plan with an annual premium of \$3,451.47 with a 3 year total of \$9,318.97. Chairman Buono asked why both plans be needed. Mr. Tiffany could not provide an answer and stated Mr. Green could come and discuss the plan with the Board. Selectman Kurk asked before we were paying \$288 a year and now it would be about \$3,500 a year. Mrs. Sharon DeStefano stated the new premium is already figured into next year's budget. Chairman Buono stated she was shocked to see the current benefit and feels it is a hazardous job and feels they are entitled to better benefits. There was a discussion as to why both plans will be needed. Chairman Buono stated it would be beneficial to have Mr. Green come in and explain the benefits package. The Board tentatively scheduled a meeting for October 3, 2005 at 7:15 p.m.

Mr. Tiffany stated Chief Richards was wondering if he should obtain lawn care bids for next year to maintain around cisterns or it could be included in the town's contract. They currently use Champion Lawn Care but they have been having some problems with them. Chairman Buono stated that if they are not satisfied they can break the contract with them. It was discussed there was no insurance information submitted by Champion Lawn Care. Chief Begin will forward all the contact information to Mrs. DeStefano.

Mr. Tiffany stated last year they applied for a grant from Homeland Security to replace some pagers and two way portables but the request was denied. They have recently been contacted by Homeland Security to let them know they have some funds available and they should apply again. Apparently in the past other towns did not know this was a matching grant and when it came time the other towns did not have the matching funds. Chief Richards would like to apply again for the \$49,938 grant in which the town would have to match 10% which will be \$4,938 and will have to be paid within 30 days. Their application is in the review process at this time. The grant will provided 50 pagers, 10 2-way portables and 2 voto sites. Mrs. DeStefano stated there is a fund

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for the pagers and Chief Richards said there was enough money in the fund. Chairman Buono stated they have to look at the balance of the fund to make sure there was enough money.

2. TAX COLLECTOR – Mrs. Tina Pelletier stated \$5.5 million worth of tax bills had been sent out and as of August 9, 2005 the outstanding balance for 2005 tax bills was \$428,000 leaving an overall balance of all outstanding tax bills at \$752,000. Mrs. Pelletier said all books have all been cleaned up, communication is good with mortgage companies and everything is going smoothly. Mrs. Pelletier said the Avitar software will have another update soon which will enable her to be at her computer and fax and email a statement of account to someone instead of mailing it at a charge of \$.37 each. Mrs. Pelletier reminded the Board of her upcoming Convention October 4-7 to be held at the Balsams. Mrs. Pelletier informed the Board her computer monitor is showing signs of needing repair or replacement. The postage line may be a problem, it was cut last year by \$1,500 and she has already spent \$3,200 and her line is \$3,500 and she will be pulling from other lines. She will not be sending out reminder letters to pay taxes because of shortage of postage. Mrs. Pelletier stated she was still looking for a reading from the postage meter that was previously taken.

3. BENEFIT REVIEW COMMITTEE – Mrs. Tina Pelletier stated the Benefit Review Committee has been working on revamping the personnel policy with suggestions from Primex. There was a meeting with Primex to go over things and once things are put together they will review it again. Mrs. Pelletier stated there were important pieces missing from the current policy i.e., the Harassment Policy. The Committee has been discussing the Evaluation Reviews being in conjunction with the Cost of Living. Mrs. Pelletier stated things were going a lot quicker than she expected. The Committee is reviewing the need for two parts of the policy so the production costs will be less than reproducing the whole thing.

4. FINANCE ADMINISTRATOR – Ms. Tina Pelletier told the Board she has been taking free web classes that teach you over the phone and through the internet which eliminates driving time and expenses. Selectman Kurk asked if there were any problems with speed. Mrs. Pelletier replied the only problem is with the speed of the program because it is still DOS but the software will be updated soon. Chairman Buono mentioned to the Board Don Thompson was having problems with balancing the lines in June and he is looking to the Board to get in touch with auditors to help with this problem. It was discussed that Mrs. Pelletier will look at June before going to the auditors to see if she recognizes a problem. Selectman Kurk asked what needs to be put together for Vachon. Mrs. Pelletier stated she is gathering reports, forms and she has to do some research on some of the items. Mrs. Pelletier said in taking the web classes she noticed there was a program for fixed assets that would cost \$1,900. Selectman Kurk asked if it was BSML. Mrs. Pelletier said they have there faults but there is a lot on the computer that is not being utilized. Mrs. Pelletier reminded the Board the website renewal is due December 2006 and it will cost \$186.40 for 2 years worth of service. Selectman Kurk said the money can come out of her salary.

Mrs. Pelletier asked the Board what arrangements were made with Lisa Jeck. Chairman Buono stated Ms. Jeck's is taking care of payables and payroll and cutting the checks they discussed it would take 3 hours for payroll and 3 hours for payables. It was discussed Chief Begin will touch base with Ms. Jeck's to see how things are going and if she is comfortable with the whole process.

Chairman Buono stated the Department of Revenue approved the expenditure of \$60,000 for the Police Cruisers.

Chairman Buono stated they received a check for \$26,281.34 from the Department of Safety for emergency management for the snowstorm in March.

Chairman Buono asked Chief Begin to check with Evelyn Connor regarding a line item for the state computer being disconnected.

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5. MANIFESTS

Chairman Buono moved, Selectman Kurk seconded, to authorize the Board of Selectman to sign Manifest and order the Treasurer to sign checks dated August 18, 2005. Passed 3-0-0.

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| Accounts payable | \$26,665.14 |
| Gross Payrolls | <u>\$487,209.50</u> |
| Total | \$513,874.64 |

6. ADMINISTRATIVE REPORT

Chief Begin read a letter from the family of Florence Wheldon thanking the Police, Fire, and Rescue personnel for their participation in her service.

Chief Begin informed the Board there is a request for a need to know for all legal expenses for the town of Weare (anything being deemed a legal expense). It was discussed some expenses are not public information but as long as there is no name associated with the expense then it should be included. Chief Begin will send a letter stating he will do the research and get back to him in a reasonable amount of time.

It was discussed by the Board to hire Tina Laramee full time to do the input of the assessing that we have had Avitar do in the past. Further discussion will take place when all the Board is present.

Chief Begin informed the Board he did order the 2 new cruisers.

Selectman Kurk clarified that renting the town hall will be done through the Town Administrator and Merry Rice not through PARC. It was discussed that Mrs. Rice needs to be instructed officially of this change.

The Board received a letter from someone in regards to concerns with the Town Center and the New Middle School. Chairman Buono stated the concerns are for the location of the school.

The Board received letter thanking officers Peterson and Haul from very appreciative homeowners.

The Ethics Committee is looking for a female volunteer. It will be posted on the Cable Channel.

Mr. George Mallette asked Chief Begin if there was a problem with cars being broken into in town. Chief Begin stated to lock cars and remove all valuables.

Selectman Osborne asked Chief Begin if Officer Peterson would be returning to the High School as the School Resource Officer and if we would be splitting the salary with Henniker.

Chairman Buono moved, Selectman Kurk seconded, to enter into nonpublic session @ 8:44 p.m. pursuant to the authority granted in RSA 91-A:3II(e). A roll call vote was taken. Selectman Osborne - yes; Selectman Kurk - yes; Chairman Buono - yes. Passed 3-0-0.

7. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary